

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



LATERAL REASSIGNMENT OPPORTUNITY ADMINISTRATIVE ANALYST 2 OR 3 DATA PROCESSING

SALARY RANGE: \$ 51,529.95 to \$92,011.89
(Range P21 or P26)

WORKWEEK: NE or NL (35 hour workweek)

POSTING PERIOD FROM: February 19, 2015

TO: March 5, 2015

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☒ Department Wide (open to Treasury employees)
☐ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Revenue and Enterprise Services
Enterprise Services-Support Services
50 W. State Street
Trenton, NJ 08625

JOB DESCRIPTION: Under supervision of the Manager of Support Services, is responsible for coordinating the work activities of the IT Asset and Licensing Management Unit; reporting of IT asset and license information; reviewing asset and licensing information for accuracy; creating and maintaining asset records; planning and oversight of internal software audits to ensure licensing compliance; researching, evaluating and recommending IT asset management tools to support asset management and licensing processes and goals; performs other related duties as required.

REQUIREMENTS: Open to full-time employees who have completed a working test period in either of the titles listed below:

Administrative Analyst 2 Data Processing
Administrative Analyst 3 Data Processing

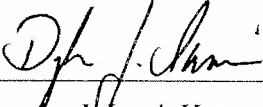
If you qualify and are interested, please submit your resume, cover letter and Application for Employment by **email only**. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: AA2 DP or AA3 DP)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Manni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer